



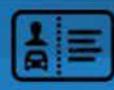
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KHAWANEEJ, DUBAI, UAE



UAE DRIVING LICENCE SINCE 2008

# <u>SKILLS</u>

- Active Listening skill.
- Team Work
- Communication skill
- Time Management

# **LANGUAGES**

English

Hindi

Malayalam

Arabic-Read, Write

# **EDUCATION**

- Hospital Administration-TUVSUD, ISSD 2022-2023
- BCOM -Calicut University 2007-2009
- Higher Secondary-NIMS,DUBAI 2007

**Visa Status - Husband Sponsorship** 

## **ABOUT ME**

Highly enthusiastic, self motivated, responsible and hardworking person seeking a responsible career opportunity to fully utilize my skills and knowledge, while making a significant contributon to the success of the company. Graduated with an International certificate in Hospital Administration.

### **EXPERIENCE**

# Office Administrator

2020-2021

# FURUSIYYA EQUESTRIAN CLUB, KHAWANEEJ

Coordinating Office activities and supervising staff and dividing responsibilities to ensure performance.

Manage phone calls and correspondance.

### **Collection Agent**

2011-2013

#### DU TELECOM, OUTSOURCE ZONE

Contacting debtors bby telephone to enact and negotiate debt recovery.

Keeping hard copy and records of all communications, settlements, payment plans agreed to and amount paid.

### **Cheque Collection**

2009-2011

#### STANDARD CHARTERED BANK

Responsible for the acceptance of payments and ensuring the amount is collected.

Verifying the amount written on cheques.

# Data entry Operator

2009

#### **EVENTO ADVERTISING COMPANY**

Maintain database by entering new and updated customer and account information. Verifying the details entered are accurate.

### Receptionist

2008

#### SRUTI MUSIC INSTITUTE

Answering phone calls, emails and welcoming visitors and providing technical support to staffs, students and parents.

Arranging day to day classes and transportation for students and performing clerical duties and updating records.

# DECLARATION

I hereby declare that above mentioned information is true to the best.